



## **CALIFORNIA STUDENT AID COMMISSION** **CAREER EXECUTIVE ASSIGNMENT** **EXAMINATION ANNOUNCEMENT** **CANCELLED**

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	CALIFORNIA STUDENT AID COMMISSION	<b>RELEASE DATE:</b>	Tuesday, August 12, 2008
<b>POSITION TITLE:</b>	ADMINISTRATIVE ADVISER II, CEA	<b>FINAL FILING DATE:</b>	Tuesday, August 26, 2008
<b>CEA LEVEL:</b>	Administrative Adviser II C.E.A. (6033)	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 8,718.00 - \$ 9,805.00 / Month	<b>BULLETIN ID:</b>	08082008_5

### POSITION DESCRIPTION

Under the administrative direction of the Executive Director and the Chief Deputy Director of the California Student Aid Commission, serves as counsel to the 15-member Student Aid Commission appointed by the Governor and Legislature. The incumbent performs a wide variety of professional legal work including, but not limited to preparing and analyzing legal opinions, regulations, and legislative measures; reviewing contracts and assisting with contract negotiations; advising the Commissioners and executive staff on legal questions and issues; and coordinating litigation of administrative or court litigation with the Attorney General's Office. The incumbent is responsible for planning, guiding and directing the activities of the Internal Audits Branch and the Program Compliance Branch and providing coordination on consultation with the audit program of the Commission's nonprofit public benefit auxiliary corporation, EdFund. The incumbent is also responsible for supervising the information security officer and planning, guiding and directing information security policies and procedures. As a member of the executive team, the incumbent participates in the strategic planning process, setting goals and objectives, assisting with implementation and evaluation of strategic objectives; and participating in financial aid policy discussions. The incumbent performs with a high degree of independence, and is responsible for minimizing risk exposure, ensuring that assets are safeguarded and guarding against non-compliance with policies, procedures, laws and regulations.

### MINIMUM QUALIFICATIONS

Membership in The State Bar of California. (Applicants must have active membership in The State Bar before they will be eligible for appointment.)

and

Two years of experience in the California state service performing legal duties\* comparable to those of an Administrative Adviser I, C.E.A.

### **KNOWLEDGE AND ABILITIES**

Knowledge of: Legal principles under the provisions of the California Statutory and Constitutional Law, including law relating to the authority, responsibilities, and obligations of public officials and administrative boards and agencies; California civil and criminal trial and appellate procedure; rules of evidence; general principles and practices of administration; principles and techniques of personnel management and supervision; Department's Affirmative Action Program objectives; a manager's role in the Affirmative Action Program and the processes available to meet equal employment opportunity objectives.

Ability to: Apply legal principles under the provisions of the California Statutory and Constitutional Law, including the law relating to the ability, responsibilities, and obligations of public officials and administrative boards and agencies; work cooperatively with other top officials in a State agency in developing overall management policies and plans; integrate legal and nonlegal aspects in the administration of agency programs; draft and analyze proposed legislation; perform legal research; analyze difficult and complex legal problems and apply legal principles and precedence to particular sets of facts; direct the assembling of items of fact and law for presentation before courts of law and administrative bodies; present statements of fact, law, and argument clearly and logically in oral or written form; plan and direct the work of a subordinate staff; analyze situations accurately and take an effective course of action; prepare written reports; effectively contribute to the Department's equal employment opportunity objectives.

### **DESIRABLE QUALIFICATION(S)**

In appraising experience, weight will be given to the following desirable qualifications as well as possession of the aforementioned minimum qualifications.

1. Strong leadership and management team experience demonstrating an ability to create a clear vision, set goals and expectations, encourage initiative at all levels, and use sound judgment in managing complex and varied programs.
2. Experience in and familiarity with the field of higher education, student financial aid programs and services. Working knowledge of the principles and practice of organizations, fiscal and human resource management audits information security, the legislative process, and the Departments program.
3. Litigation experience.
4. Experience in drafting legal opinions, legal research memoranda, regulations and legislation.
5. Understanding of and ability to advocate positions and to work independently in an unstructured environment.
6. Experience in the development and implementation of policies and procedures and ability to communicate departments policies at the State level.

### **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their

examination results. The result of this examination will be used only to fill the position of **ADMINISTRATIVE ADVISER II, CEA**, with the **CALIFORNIA STUDENT AID COMMISSION**. Applications will be retained for twelve months.

*The Results of this examination will be used only to fill this position.*

The position exists with the California Student Aid Commission in Rancho Cordova, California. An application screening process by a departmental evaluation committee will occur immediately following the final filing date. The committee will screen the applications and the Statement of Qualifications on the basis of required knowledge, experience, background, and good management potential. Applicants with the most desirable experience and background will have their applications submitted to the Executive Director and the Chief Deputy Director of the California Student Aid Commission. If necessary, interviews may be conducted. Qualified applicants will be ranked competitively. All examination candidates will be notified of the results of this examination. The results of this examination will be used solely to fill the Administrative Adviser II, C.E.A. vacancy.

## **FILING INSTRUCTIONS**

### **Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

### **Applications must be submitted by the final filing date to:**

CALIFORNIA STUDENT AID COMMISSION, Personnel Services  
P. O. Box 3210, Rancho Cordova, CA 95741-3210  
Maureen Grays | (916) 464-8121 | [mgrays@csac.ca.gov](mailto:mgrays@csac.ca.gov)

## **SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

## **GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA STUDENT AID COMMISSION reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s6/s6033.txt>